

## USDA BioPreferred<sup>®</sup> Program Champion Award Eligibility Requirements

All USDA employees are eligible to be nominated for the “*Excellence in Biobased Procurement*” awards. Nominations may be for an individual or a group of individuals, up to a maximum of 10. Individuals may nominate themselves or may be nominated by another Federal employee. Nominations may be made posthumously.

### Criteria

This is the first year for these awards which recognize outstanding employees within USDA who excel in implementing the Federal initiative of specifying and using biobased products in any of the Agency’s many contract vehicles through the sale and use of the Biopreferred program’s designated products. Award decisions will be made based on these criteria.

Best examples of acquiring, using, or validating biobased products that replace non-biobased products are viewed favorably. Accomplishments may include “process” achievements such as including biobased product requirements in contracts resulting in the purchase of biobased products. Innovations that can serve as a model and/or be transferred readily to other processes, facilities, divisions, or agencies are highly desirable.

### Review Process

The Assistant Secretary for Administration (ASA) will select five individuals to serve on a Review Board, that will evaluate the nominations and make recommendations to the ASA. At least one member of the Review Board will be from the BioPreferred program and another from the Office of Procurement and Property Management. The other three members of the Review Board will be determined by the ASA, who will make the final determination of awards.

### Process for Submitting Nominations

Each June, the ASA will issue a written call for nominees for the BioPreferred Program Champion Awards, entitled “*Excellence in Biobased Procurement.*” A Web link will be provided to make nominations electronically.

Nominations may be no more than 2000 words in Times New Roman 12 font.

Nominations must be approved by the Agency head in which the Federal employee works prior to submission to the ASA.

All nominations must be fully completed and received by the end of July of each award year. For FY 2012, **nominations must be received by Tuesday, July 31, 2012.**

The Review Board will meet and submit its recommendations for one or more awards (maximum of three awards this award year) to the ASA.

Award winners will be notified by letter from the ASA by mid- September of the award Year. For FY 2012, award winners will be notified no later than Monday, September 10, 2012.

A BioPreferred Program Champion Awards ceremony will be held in October of each award year.

The timeline for FY 2012 is summarized in the following table.

<b>Dates for 2011 and 2012</b>	<b>Critical Award Event</b>
Friday, June 8, 2012	Communication from the ASA announcing awards
Tuesday, July 31, 2012	Deadline for nominations must be submitted to the ASA's office
Friday, August 31, 2012	Review Board recommendations for awards submitted to the ASA
Monday, September 10, 2012	ASA notifies award winners
Thursday, October 25, 2012	Awards ceremony

### **Awards Ceremony and Recognition**

Award winners will receive a cash award of \$1000.00 and an award plaque. In the case of group recipients of one award, the cash award will be divided among the award winners, and each recipient will receive an individual plaque.

Award winners will be honored at the BioPreferred Program Champion Awards ceremony held in Washington, D.C., October of each award year. For FY 2012, the ceremony will be held on October 25, 2012. The Award winners, their invited guests and guests invited by the ASA will attend the ceremony.

In addition, the award winner's accomplishments will be featured on the BioPreferred program website and the USDA website.